



Duty Statement

Request for Personnel Action (RPA) Number 2122-03182	Effective Date
Classification Title Information Technology Specialist I	Position Number 564-244-1402-035
Working Title Business Intelligence and Analytics (BIA) Developer	Bureau and Section Enterprise Data Services Bureau Enterprise Reports and Modeling Development Section

Our mission is to help taxpayers file timely and accurate tax returns, and pay the correct amount to fund services important to Californians. In order to support this mission, FTB employees strive to develop in CalHR's Core Competencies: Collaboration, Communication, Customer Engagement, Digital Fluency, Diversity and Inclusion, Innovative Mindset, Interpersonal Skills, and Resilience. Core competencies are the knowledge, skills, and behaviors which are foundational to all state employees regardless of classification.

General Statement

Under the direction of the Enterprise Reports and Modeling Development Unit Supervisor, the BIA Developer will work independently and as a team to design, maintain, and implement complex data integration services for FTB's enterprise data. The incumbent will have a comprehensive understanding of the tools and techniques involved in data analysis and data integration. The incumbent will also provide complex data and ad-hoc query support to business and technical partners throughout the department. As a technical SME, the incumbent will develop expert knowledge of FTB enterprise systems, data architecture, data sources, and data integration best practices. The incumbent is expected to act as a leader and work cooperatively with bureau and Technology Services Division (TSD) technical staff in support of planning and software implementation activities. The incumbent promotes an environment and atmosphere of teamwork and cooperation consistent with the department's values. The incumbent promotes, establishes, and maintains relationships with representatives from across different divisions within the department. This position provides services which encompass the IT domain of Software Engineering.

Essential Functions

Percentage	Description
50%	Works independently as an advanced specialist and/or lead to design, develop, and maintain complex BIA processes and other data integration services to meet and achieve the department's business and technology goals related to enterprise data. Works with business and technical partners to gather data requirements and identify appropriate solutions for enhancements, corrections, conversions, and validations to ensure that data standards and quality meet operational goals and objectives. Performs complex technical analysis to develop and maintain system design documents and specifications that describe how the data integration processes meet business requirements. Participates and leads technical design and code walkthroughs/reviews. Develops and maintains complex unit test scenarios, unit test scripts, unit test data, and validates unit test results to expected outcomes. Develops and executes complex ad-hoc queries and data fixes on various server platforms using a variety of methods, scripting languages, and tools. Works collaboratively with technical partners and business stakeholders in the implementation of technical solutions to maintain or improve the performance and availability of enterprise data. Works with TSD technical staff to implement appropriate automated system monitoring solutions. Provides direction in the analysis and resolution of the complex enterprise data production issues.



Duty Statement

Percentage	Description
35%	Works as an advanced specialist to provide complex data support activities to business and technical partners throughout the department. Works with key stakeholders and technical staff to determine the best sources of data, alternatives for obtaining data, and delivering data in formats that best meet their needs and comply with FTB standards for security and disclosure. Coordinates technical system requirements with TSD partners as well as FTB business areas. Acts as a Subject Matter Expert (SME) to analyze, evaluate, and provide direction on the most feasible data integration solutions for enterprise data. Reviews technical proposals and makes recommendations to managers, technical teams and business areas to ensure the system changes will meet functional requirements and standards. Works directly with architects and developers to resolve the most complex data integration issues. Mentors and trains technical staff to ensure technical solutions and deliverables are of the highest quality.
10%	Provides advanced specialist technical support and coordination for data integration services and programs within FTB. Performs complex analysis on ongoing decision support services to detect trends and make recommendations to improve data services. Performs production support, attends and/or facilitates meetings. Provides team leadership, mentoring, and/or training and instruction to coworkers or new hires.

Marginal Functions

Percentage	Description
5%	Performs other duties when necessary or as needed.

Employee: I confirm that I have read and understand the described duties and functions of this position.

Vacant

Name (Print)

Signature

Date

Supervisor: I certify that the above information accurately represents the described duties and functions of this position.

Duda, Anuradha@FTB

Name (Print)

Signature

Date